



**AIRDRIE**  
**RINGETTE ASSOCIATION**

# PARENT HANDBOOK

**AIRDRIE RINGETTE ASSOCIATION**

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## WHO WE ARE

The Airdrie Ringette Association (ARA) provides the children of Airdrie with an opportunity to play the fastest game on ice, Ringette!. The goal of our association is to provide a safe and fun environment that enables young athletes to learn and apply the principles of teamwork, discipline, dedication, and sportsmanship. ARA facilitates the development of strength and character in every athlete that participates.

Ringette players can be as young as 4 or as old as your body allows you to play! It is not only a sport that challenges you, but it also builds strong, lifelong friendships!

Airdrie Ringette Association is sustained by the efforts of volunteers who display an extraordinary amount of commitment and hard work. Our volunteers are qualified, dedicated people that are continuously helping develop players and the sport of ringette in a healthy & fun way!

## WHERE WE PLAY

The province of Alberta is divided into 8 Zones. Zone 1 ( Sunny South), Zone 2 (Big Country), Zone 3 (Calgary), Zone 4 (Parkland), Zone 5(Black Gold/Yellowhead), Zone 6 (Edmonton), Zone 7 (North East) an Zone 8 (Peace Country).

Airdrie Ringette teams ( U12 and up ) compete in league games against other teams in their age division from associations within Zone 2 (Big Country), Zone 3 (Calgary) and Zone 1 (Sunny South). These 3 zones form the Ringette Calgary League. While all Zone 2 (U10 teams) play league games within Zone 2 only.

Member Associations of Zone 2, include; Cochrane, Airdrie, Strathmore, Rockyford, Indus, Chestermere and Hussar. Zone teams teams from U10 and up are 'tiered' so that players of like ability compete against each other. Within each age division there could be up to 3 or more 'tiers'.

## RINGETTE ALBERTA AGE DIVISIONS

Active Start	All 5 year olds and new 6 year olds
U10 (3 Stages)	10 and Under
U12	11 and Under
U14	13 and Under
U16	15 and Under
U19	18 and Under
Open	19 and Over

# ARA BOARD POSITIONS

## POSITION

## CONTACT EMAIL

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**Public Relations:** Kerri Sturby

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**Zone 2 Rep:** Jenn Rice

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# RINGETTE HISTORY

Canadian Sports Hall of Fame inductee Sam Jacks created the foundation of Ringette in 1963 in North Bay. Ringette has evolved into a fast paced, exciting sport that combines speed and strategy. Ringette was first introduced in Alberta in 1974. Since then the sport has never looked back.

The game itself is played on most standard rinks. Teams include five skaters and a goalie on the ice for each team at a time. And of course the object of the game is to score on the other team's goal! The Ringette philosophy is to provide "a mass participation team sport which encourages the physical, mental, social and moral development of individual participants within the highest standards of safety, sportsmanship, personal excellence, and enjoyment." Ringette is now considered an international sport with participating teams from Canada, Finland, Sweden, Germany, and the United States of America competing in the annual World Ringette Championships.

## BENEFITS OF PLAYING RINGETTE

There are many benefits that are derived from playing Ringette. Players learn good sportsmanship and self-discipline. They learn to work together, how to sacrifice for the good of the team, how to enjoy winning and how to handle defeat. In the process, they also learn important lessons about physical fitness and personal health.

The degree to which your child benefits from his or her Ringette experience is as much your responsibility as it is theirs. In order for your child to get the most out of playing, it is important for you to show your support and offer encouragement while maintaining a genuine interest in the team. Parents serve as role models for their children, who often look to their parents for approval. Never lose sight of the fact that you are a role model, and should strive to be a positive role model throughout their athletic career.

Children have their own reasons for participating in sports such as Ringette. A few of these are:

- **To have fun**
- **To experience thrills**
- **To be with friends or make new friends**
- **To do something they are good at**
- **To feel good about themselves**
- **To feel accepted**
- **To improve and learn new skills**

# INFORMATION FOR NEW PARENTS

## Does my child have to know how to skate?

Among the many benefits of our sport, is that Ringette players become very good skaters. With no offsides and no intentional rough body contact, players develop their skating skills early in our entry level program. We do highly recommend that your daughter take a Learn to Skate Program and attend the free public skating times offered by the City of Airdrie. In a few months you will notice a big difference.

## When does it start?

The Active Start Program runs from October to March. Players receive lots of individual attention and progress at their own rate. The sessions are non-competitive and fun.

For the rest of our players, once evaluations are complete and teams are established, players can expect an average of two ice times/week (typically one practice and one game per week). For these competitive teams the season starts in September and lasts until late March. Your athlete will be placed on a team with other athletes of the same age and skill. Skill levels range from Recreational to Competitive. Age Groups for players playing on a team in a league start at the U10 division and move up through the divisions as they grow, to U12, U14, U16 and finally U19.

After Christmas they start to add a few ring handling skills to the mix and by the end of the season they will play some half ice mini-games (2 games involving 4 teams will play on 1 ice surface). A season highlight for Active Start is participating in the Airdrie Ring of Fire Tournaments in November and March, either involving mini-games or participating in the feature game. Their season ends with a Bunny Bash event, where all the Active Starts and U10 players from the area get together to play games and participate in fun off ice activities

## What does my registration fee pay for?

The registration fees pay for regular ice time for games and practices, referees, insurance, team equipment and sweaters, training for coaches, managers and referees, fees to the Zone and Provincial Ringette Associations and other administrative costs such as postage, printing, advertising, banking, website and the post office box.

# HOW RINGETTE IS PLAYED

## **Ringette is played with a ring and a straight stick.**

The ring is hollow and made of rubber. Sticks are not recycled hockey sticks. Companies produce sticks with tapered ends with steel, aluminum or plastic tips. Different styles, flex and weight are available.

## **Ringette is played 5 on 5 plus a goalkeeper.**

Teams are usually made up of 11 to 18 players; with six skaters on the ice at the same time (a goalie, two defense, a centre and two forwards).

## **The ring is passed at every blue line.**

A player cannot carry the ring over a blue line in either direction. The ring must be passed over the blue line to another teammate. That teammate is permitted to skate ahead of the ring carrier and already be across the blue line before the ring crosses it.

## **Players never enter the goalkeeper's crease.**

If the ring lands in or on the crease, the only player who can touch the ring is the goalkeeper. The goalkeeper usually picks up the ring and throws it to a teammate. The goalie has five seconds to pass it out of her crease.

## **Players have 30 seconds to take a shot on net.**

U12 aged teams and older, play with a Shot Clock. Players have 30 seconds to take a shot on goal after they gain possession of the ring. If time runs out on the shot clock, a buzzer sounds and the other team is awarded the ring.

## **In the offensive zones the game is played 3 on 3.**

You will notice the free play lines (small red line at the top of the circles) on the ice. From this line to the end boards, it's a game of 3 on 3. Players can rotate in and out of the free play zones. The referee will call the play if a team has more than 3 players inside the free play line.

## **Ringette players wear protective equipment.**

Players are required to wear full protective equipment and won't be allowed to go on the ice without full equipment. Players are required to wear a Ringette girdle or hockey pants, a neck guard, elbow, knee, and shin pads. Helmets with a full-face mask are mandatory. Helmets shall be CSA approved (non-expired). Check for dated CSA sticker. The masks must have triangular bars to prevent the stick from penetrating. Mouth guards are optional but recommended for older players.

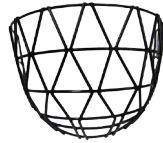


# EQUIPMENT

Equipment required for Ringette is similar to hockey including a CSA approved helmet with a Ringette- specific facemask (diamond shape openings) and a certified neck protector. A Jill strap and a padded girdle are worn under the game pants instead of the traditional hockey pant and jock strap. **ARA pants are mandatory for U10 Step 3 and up.** Game jerseys are supplied by ARA.



HELMET with RINGETTE CAGE



MOUTHGUARD - Recommended



NECKGUARD



SHOULDER PADS/CHEST PROTECTOR(U19 & Younger)



JERSEY



ELBOW PADS



PELVIC PROTECTOR -JILL



GLOVES



RINGETTE GIRDLE



SHIN PADS



RINGETTE SHELL PANT



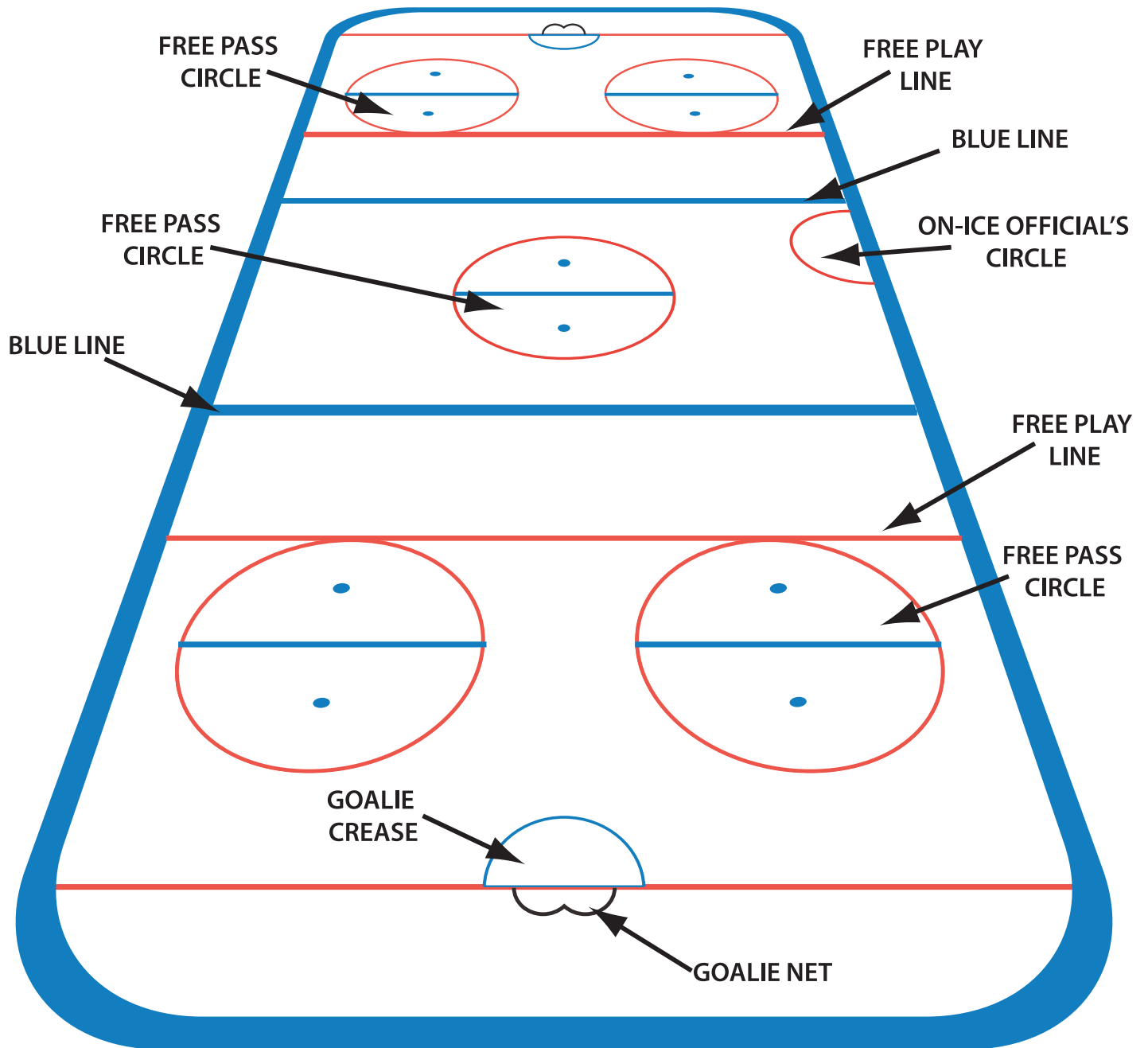
SKATES (Hockey Type)



RINGETTE STICK



**RINGETTE CANADA  
LINE MARKINGS**



# ARA PROGRAM DESCRIPTIONS

## ACTIVE START

**Active Start levels (5 and 6 year olds). Intended for new players to ringette that aren't ready to play games but rather need to develop skating skills.**

- Introduction to skating basics including: balance, skating forwards and backwards, stopping and introductory ringette skills.
- Emphasis on active involvement, participation and FUN.
- Introduce the concept of informal games in a 1/2 or cross-ice format.
- No scorekeeping.
- Program will consist of 60 minutes of ice, once a week for the duration of the season
- Season – post Thanksgiving to early March (approx. 23 weeks)
- Participation in showcase games in our home tournaments.

## U10 STEP 1, 2 & 3

**(6 to 9 year olds). Ideally intended for somewhat established skaters to build their skills over the next 3 years.**

### U10 – STEP 1

- Fundamental skills development focus including: skating skills, Ringette skills and basic goalie instruction for all players.
- Emphasis on Active involvement, participation and FUN.
- Full ice games with a focus on basic concepts, rules and flow of the game.
- Buzzers will be used for games.
- Coaches on the ice during games for the first half of the season.
- Any travel to remain relatively close to home.
- Tournament participation permitted. Quantity approved by the Association (1 - 2 maximum with recommendation that one be at or close to home and one “fun trip” away.)
- Program will consist of one (1) hour of shared ice, once a week.

## U10 – STEP 2 AND STEP 3

- Players will be evaluated on Ringette fundamentals and game play by outside independent Ringette evaluators. Players will be placed at their appropriate skill level on either Step 2 or 3 teams.
- Continue to refine skills and to understand game concepts.
- Program will consist of one (1) hour of shared or ICE MAX ice (30 minutes full ice and 30 minutes of shared ice), once a week.
- Approximately 10 home weekend games per season.
- 1 power skating session per month.
- Season – Mid September to early March (approx. 23 weeks)
- Home tournament in March 2018.

## U12 AND UP

**U12 (10 & 11 years old) Skills Stage 3 LTAD - "Learn to Train"**

**U14 (12 & 13 years old) Skills Stage 4 LTAD - "Train to Train"**

**U16 (14 & 15 years old) Skills Stage 5 LTAD - "Train to Compete"**

**U19 (16, 17 & 18 years old) Skills Stage 5 LTAD - "Train to Compete"**

- Players will be evaluated on Ringette fundamentals and game play by outside of evaluators. Then placed on tiered teams appropriately based on skill level
- More advanced programs continuing to work on game fundamentals and tactics.
- One (1) hour of ICE MAX (30 minutes full ice and 30 minutes of shared ice) per week.
- Approximately 14 home weekend time slots for games during the season
- 1 power skating sessions per month.
- Season – Mid September to early March (approx. 23 weeks).
- Home tournament in Nov 2017.
- Teams have many home and away opportunities to play in tournaments. The parent group and the coaches help determine which tournaments they will attend.
- Teams may attend Provincial Championships.

# AGE PROGRESSION

The following chart is a guideline. There will always be a small number of athletes who may need to spend more time at a level where they can further develop skill, or at a level where they can be more challenged if they have mastered the general skills of that group.

Ideally a player will spend one year in the introductory U7 program, 2 years in U9, and 2 years in U10. Remember this is a guideline and there are a wide range of physical and psychological development in athletes during this developmental time.

5 yr old	6 yr old	7 yr old	8 yr old	9 yr old	10 yr old
AS	U10S1	U10S1	U10S1/S2	U10S2/S3	U12
	6 yr old	7 yr old	8 yr old	9 yr old	10 yr old
	AS	U10S1	U10S1/S2	U10S2/S3	U12
		7 yr old	8 yr old	9 yr old	10 yr old
		U10S1	U10S1/S2	U10S2/S3	U12
			8 yr old	9 yr old	10 yr old
			U10S1	U10S2/S3	U12

**These age progression steps are the first preference.**

Focus at these ages is on skill development. If an athlete has not mastered the basic skills of the program, then consideration will be given to extra development time in the lower level.

Conversely, if an athlete is ready for further development and challenges, chronological age should not be a hindrance when comparing with physical and athletic development (they may play “up”). Consultation with ARA’s Coaching Director and Player Director is encouraged if in doubt.

# PARENTAL CONDUCT

## PARENTS AND COACHES

ARA expects parents to treat all coaches with respect. They have volunteered their time, they have committed to the roles, and responsibilities of a coach as laid out by the association. If you have a serious concern or question for the coach, email the coach, request a face-to-face meeting, and include your division coordinator in the email. Please never discuss issues in front of the players, before games and after games. These are not appropriate times to have a meeting and will be less likely to result in a positive outcome. If you require further consultation please contact the ARA Coaching Director. The Board and its members are always ready to help solve problems that will affect the children we represent.

## PARENTS AND OFFICIALS

It is essential that coaches, parents and players understand the importance of actively displaying respectful and ethical behaviour towards officials. The ARA expect parents to control their emotions when it comes to the officials in the game. The association will exercise zero tolerance where there is abusive behaviour towards game officials. The association will not tolerate loud, obscene, abusive or obnoxious behaviour by team personnel, players, parents, or spectators. Any inappropriate conduct, threats, harassment or abuse directed towards officials will not be tolerated and may result in immediate consequences. Under no circumstances will parents, team personnel, spectators or players approach an official after a game off-ice. Parents, spectators and team personnel are not permitted in the officials' room before or after a game.

## PARENTS ON ICE

Parents can be involved as coaches, assistant coaches and officials. ARA will arrange clinics so you can become familiar with Coaching Programs and Officiating Programs. These clinics will teach you the fundamentals to be an effective leader with the players. They will provide you with the tools to succeed in your volunteer position while enhancing the experience the players will have under your supervision.

## PARENTS OFF-ICE

Parents can be involved as team managers, team treasurer, sweater parent, phone parent, team travel co-ordinator, team social convener, fundraisers, scorekeepers, time-keepers, tournament organizers and other positions created by the team. Parents may also consider participating in ARA at the board level. These are all important support positions where volunteers are needed.

Through volunteering you will meet and become friends with the parents and the players on your child's team, parents across the ARA and make many contacts throughout the community and Zone 2.

## AT THE RINK

Parents should remember that if a child wants to improve, they have to practice -- not just play. Even if a child is not the "star" player for a team, practice stresses the importance of teamwork, establishing goals, discipline and learning to control your emotions, all of which are important lessons children can use both in and away from sports.

Have your child and equipment at the arena on time for games and practices. Find out from the coach when he expects players to arrive. Ice time is expensive – do not waste it. If your child can not make a practice or game, be courteous and let the coach know. Tell your coach about any medical problems your child might have.

## PARENTS IN THE STANDS

1. Let the coaches' coach. If you are telling your son or daughter — or any other player for that matter — to do something different from what their coach is telling them, you create distraction and confusion.
2. It is very unnerving for many young players to try and perform difficult tasks on the ice on the spur of the moment when parents are yelling at them from the sidelines. Let the kids play. If they have been well coached, they should know what to do on the ice. If they make a mistake, chances are they will learn from it.
3. Do not discuss the play of specific young players in front of other parents. How many times do you hear comments such as, "I don't know how that girl made this team...." or "she's just not fast enough...". Too many parents act as though their own child is a 'star',

and the problem is someone else's kid. Negative comments and attitudes are hurtful and totally unnecessary and kill parent harmony, which is often essential to team success.

4. Do your level best not to complain about your son or daughter's coaches to other parents. Once that starts, it is like a disease that spreads. Before you know it, parents are talking constantly in a negative way behind a coach's back. (As an aside, if you have what you truly feel is a legitimate beef with your child's coach — either regarding game strategy or playing time, arrange an appointment to meet privately, away from the rink and other parents.)

5. Make only positive comments from the stands. Be encouraging. Young athletes do not need to be reminded constantly about their perceived errors or mistakes. Their coaches will instruct them, either during the game or between periods, and during practices. You can often see a young player make that extra effort when they hear encouraging words from the stands about their hustle.

6. Try to keep interaction with parents on the other team as healthy and positive as possible. Who's kidding whom? You want your child's team to win. So do they. But that should not make us take leave of our senses, especially our common sense. Be courteous 'till it hurts; avoid the 'tit for tat' syndrome. Parents on the 'other' team are not the enemy. Neither are the players. We should work to check any negative feelings at the door before we hit the arena.

7. What is the easiest thing to do in the youth sports world? Criticize the referees. Outbursts from parents on the sideline made toward the referees only signal to our on children on the ice that they can blame the refs for anything that goes wrong. Learning early in life to make excuses and to blame others is not a formula for success in sports — or life. Yelling out comments such as "Good call, ref" or "Thanks ref" may only serve to alienate an official.

## CAR AND HOME

Some parents not only spoil the fun for their kids at the ice rink, but also in the car, believing this the perfect place for instruction. Parents should try to keep things in perspective. There's more to life than Ringette, and the car and home are not places to coach. Parents are responsible for supporting and respecting the coach's decisions and abilities. It is unfair to put children in a position of having to decide who to listen to their parents or the coach.

Be positive and understand that a big part of your child's enjoyment this season will be based on your comments and behaviour. These five words are the most important words you can say to your child to ensure they have a positive experience both on the ice and in the car ride home. **"We love watching you play!"**





## RESPECT IN SPORTS

As of the 2016-2017 season, Airdrie Ringette Association (ARA) has implemented the Respect in Sport Program for both parents and managers/coaches/trainers.

The Respect in Sport program has been incorporated in various other sports, and helps to define a model of behavior for all parents and coaches/leaders and create a more rewarding, safe and respectful environment for everyone involved.

Parents (one parent of a registered player) will need to complete the Respect in Sport Parent (on-line) program prior to their child being allowed on the ice at the Start of the season. If you are planning to coach or manage a team please take the Activity Leader program in place of the parent program.

**Respect in Sport Parent Program Page**  
<https://airdrieRingettep.respectgroupinc.com>

Coaches/Managers/Trainers will also be required to complete the Respect in Sport Coaches (on-line) program prior to commencing their duties for the season.

**Respect in Sport Activity Leader Program Page**  
<https://airdrieRingetteal.respectgroupinc.com>

If you have already completed the program for another sport (example, hockey, lacrosse), you do not need to complete it again. You will, however, have to link your assigned number to your Ringette player. The course is valid for 2 years from the date of completion.

# FINANCIAL OBLIGATIONS & FEES

## REGISTRATION

All try-out, registration and volunteer fees must be paid by the appropriate deadline. Returning players have until July 15, 2017 to register without incurring a late fee penalty. Registration deadline for returning players is August 27, 2017. A late fee of \$150.00 will be levied against returning players registering between July 16 and August 27, 2017. First-time player registration remains open until September 10, 2017 and continues to be offered at a discounted rate. After this date first time players could still be accepted based on available room on teams

## FEE STRUCTURE FOR THE 2016/17 SEASON

Division	Year of Birth	Fees
Active Start *	2010-2011	\$300.00
U10 -Step 1 New to Ringette	2008-2010	\$412.50
U10-Step 1 Returning Player	2008-2010	\$550.00
U10-Step 2/3 New to Ringette	2007-2009	\$506.25
U10-Step 2/3 Returning Player	2007-2009	\$675.00
U12 New to Ringette	2005-2006	\$581.25
U12 Returning Player	2005-2006	\$775.00
U14 New to Ringette	2003-2004	\$581.25
U14 Returning Player	2003-2004	\$775.00
U16 Junior	2001-2002	\$775.00
U19 Belle	1998-2000	\$775.00

## TEAM EXPENSES

It is mandatory that Airdrie teams participate in the home tournament (Ring of Fire). The ROF tournament is run twice during the year due to increased participation levels. The U12 to U19 participate in the November tournament and Active Start - U10 take part in the March tournament.

Typically teams collect a lump sum of money (cash call) from the parents prior to the Start of the season to cover additional costs associated with tournament entry fees and other things such as off ice practice times (ie: gym times), pictures and team year end party. In the past, most teams have been very proActive in fundraising to help offset these additional costs.

## RING OF FIRE TOURNAMENT TEAM ENTRY FEES

Active Start \$150	U10 Step 1 \$575	U10 Step 2 \$625	U10 Step 3 \$675	U12 \$675	U14 \$675	U16 -U19 \$725
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## SAMPLE COMPETITIVE TEAM BUDGET

<b>Tournaments</b>	
Ring of Fire Tournament	\$675
Local Tournament 1	\$675
Local Tournament 2	\$675
Away Tournament 1	\$675
Away Tournament 2	\$675
ROF Fundraising Basket	\$100
<b>Additional Training Costs</b>	
Extra Ice	\$400
Off Ice training / gym rentals	\$300
Exhibition games / Refs	\$150
Team supplies for activities/crafts	\$100
End of Year Gifts (Players and Coaches)	\$300
Bank fees	\$50
<b>Total</b>	<b>\$4775</b>

## PARENTAL EXPENSES

Away Tournament Travel Expenses: Gas/Hotel/Meals	\$350.00/weekend (estimate)
Social function Entry Fee	\$10 - \$40
Liquor bottle for ROF fundraiser	\$10 - \$30/family
Team Cash Call	\$50 - \$100 /person (team dependent)
Team photos	\$25 - \$80/person
ARA branded clothing	\$50 - \$200 (depends on items purchased)
Player Equipment (varies)	\$200 - \$500
Skate sharpening	\$8 - \$10 ( 3-4 a month)
New stick (model dependant)	\$40-\$100
Start of year volunteer deposit	\$200/per child

# REGISTRATION REFUND POLICY

## ACTIVE START

- 1) \$50 administration fee charged for all refunds.
- 2) Refunds prior to the first ice time will be 100% of the fee paid.
- 3) Refunds after the first ice time and prior to December 1 will be prorated based on participation. Participation will be based on a 6 month season October-March.
- 4) Refunds will be reviewed by the ARA Board of Directors on a case by case basis.
- 5) Requests for refund will not be accepted after December 1.

## U10 - U19 PROGRAMS

- 1) \$50 administration fee charged for all refunds.
- 2) Refunds prior to the first ice time will be 100% of the fee paid.
- 3) Refunds prior to final team selections will be 75% of the fee paid.
- 4) Refunds after final team selections will be 50% of the fee paid.
- 5) Requests for refund will not be accepted after December 1.

## OPEN PROGRAM

- 1) \$50 administration fee charged for all refunds including players cut from roster for any reason.
- 2) Refunds prior to final team selection will be 100% of the fee paid.
- 3) Refunds after final team selection will be 50% of the fee paid.
- 4) Requests for refund will not be accepted after December 1.

Refunds will be 100% of registration fee paid and administration fee will be waived for players released to other associations due to Airdrie Ringette Association being unable to provide a team at the proper age group and level for the player. These circumstances will be reviewed by the ARA Board of Directors on a case by case basis.

Refunds will be 100% of registration fee paid and administrative fee will be waived for players transferred to Big Country Ringette Zone 2AA programs. All other player release requests will be subject to \$50 administration fee.

The effective date for all refunds shall be the date the ARA Registrar ([registrar@airdrieRingette.com](mailto:registrar@airdrieRingette.com)) receives the request for refund via email or letter. Refunds will not be allowed for any portion of registration fees paid by any charitable organization such as Kidsport or JumpStart.

The ARA Board of Directors will accept appeals concerning the refund policy due to medical, relocation or injury up until December 1. All appeals will be reviewed on a case by case basis.

# VOLUNTEER REQUIREMENTS



In order to have a successful and prosperous organization ARA requires that a parent or guardian for each registered Ringette player participate in the following events:

- (1) Ring of Fire Tournament. Either November 2017, or March 2018, depending upon which tournament your athlete's team participates in.
- (2) At least TWO (2) hours per registered player in at least ONE other Airdrie Ringette Association sanctioned event. Eg: ROF Committee, Come Try it, Airdrie Lifestyle Show, AirdrieFest, ARA Board of Directors, Ice Evaluators, Data Entry-Player Evaluations, Team Selection Committee ( coaching experience), Universal Athlete Assessment (UAA) Coordinator, Division Coordinators, Webmaster.

Team Volunteer Requirements. (*Team requirements are INDEPENDENT of the volunteer requirements listed in 1 and 2 above.*)

## MINOR OFFICIAL REQUIREMENTS

During the season every team is required to provide minor officials (volunteers) for every game unless otherwise indicated. Minor Officials duties include; score/timekeeping, shot clock and penalty box.

## TEAM VOLUNTEER DUTIES

At least one parent of each player on a team must take on a 'team duty' to ensure that the team runs smoothly and the workload is spread out.

### Coaches

(Determined by the Coaching Committee) - Head Coach and Assistant Coaches  
Must complete a volunteer form and have a Police Background Check. Require the appropriate coaching certification before Dec.15 of the starting year.

### Team Manager

Initially the manager is responsible for assigning all the team duties. Takes care of re-scheduling games, making sure refs are paid, and making sure the team runs smoothly. The Manager Certification course is optional.

### Equipment Manager

Looks after the jerseys for each game, and ensures that team equipment (goalie equipment, rings etc.) is in good condition. Notifies the Coach and ARA Equipment Manager of any deficiencies.

### Minor Officials Coordinator

Time Keepers, Score Keepers, Shot Clock - 3 or 4 volunteers required to cover games. One parent should be in charge to make sure that all minor officials are in place for each game.

### Treasurer

Takes care of team funds. Puts together a team budget that includes fundraising income and expenses such as tournaments and team building activities. Collects money from the team. Responsible for keeping track of refereeing receipts for reimbursements.

### Social Coordinator

Plans any team building functions (ie. Christmas party, year end party) for their team and helps out with any functions that the ARA Board has planned

### Fundraiser

Helps plan any fundraising events, bottle drives that their team would like to partake in.

### **On Ice Practice Helpers** (as required by the coach)

Help coaches on ice during practices.

### **Media Liaison**

Sends team pictures and short articles to the ARA Public Relations Director to be posted for the local newspapers and on the ARA website, including Facebook and Twitter.

### **Tournament Coordinator**

Provides tournament information to the team, fills out entry forms, collects tournament fees, and takes care of overnight accommodation reservations and bus travel.

### **Tournament Representative (Ring of Fire)**

Represents the team on the planning committee for the annual Ring of Fire Ringette Tournament.

### **Food Coordinators**

Taking part in several tournaments a season means putting a big effort into eating well (and cost-effectively) while on the road. Food Coordinators help organize parents in providing homemade, nutritious meals and snacks at tournaments. Make-ahead meals and meal plans are part of eating well at tournaments: crock pots, pre-homemade baking and grocery shopping, and sometimes on-the-spot preparation/cooking, plus maintaining tournament-bin supplies to make it all happen.

Food Coordinators can be assigned as a small group of parents or each tournament can have a few different parents that assume this duty for each tournament. Enabling parents to sign-up for meal/snack assignments and view their meal responsibilities (time, location, setup and cleanup, etc.) makes meal planning a lot easier.

Each team should maintain one or two tournament supply bins (brought along by bus, or automobile), that contain most of the bowls, plates, platters, serving/eating utensils, and cleanup items required for meals. The bins are usually first stocked by the Manager, who hands the list over to the Food Coordinators to maintain during the season.